


## RECORDS RETENTION SCHEDULE

03-173

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605. 

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Pesticide Regulation		(2) AGENCY BILLING CODE 11026		(3) PAGE 1 OF 3 PAGES	
(4) DIVISION/ BRANCH/ SECTION Enforcement Branch – Southern Regional Office		(5) ADDRESS 130 South Chaparral Court, Suite 130, Anaheim, CA 92808-2238			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 03-809	(10) SCHEDULE DATE 8/4/03	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 55.1	
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 809	(14) APPROVAL NUMBER 98-030	(15) APPROVAL DATE (S) 1/30/98	(16) PAGE NUMBER(S) REVISED 5	
(17) MISSION/FUNCTIONAL STATEMENT The Enforcement Branch, Southern Regional Office, is responsible for working with nine (9) Southern California counties in the enforcement of the State's pesticide laws and regulations. This is to prevent harmful effects to the environment or to the populace. This includes random sampling of produce sold in the region; training county personnel, growers, pesticide applicators, and the public of the safety criteria involved in correct use of pesticides and other chemicals.					
<b>PART I – AGENCY STATEMENTS</b>					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. <b>For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.</b>					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS 		(19) TITLE Supervising Pesticide Use Specialist		(20) PHONE NUMBER 714-279-7011	(21) DATE SIGNED 8/7/03
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE- RECORDS MGMT. ANALYST 	(23) CLASSIFICATION Staff Services Analyst	(24) NAME (Printed or Typed) Mitzi Spatz	(25) PHONE NUMBER 916-323-8367	(26) DATE SIGNED 8-11-03	
<b>PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)</b>					
(27) SIGNATURE –CalRIM CONSULTANT 		(28) APPROVAL NUMBER 03-173	(29) DATE SIGNED 10/31/2003	(30) EXPIRATION DATE 10/31/2005	
<b>PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)</b>				<b>FOR ARCHIVES' STAMP</b>	
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives (32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE 		(34) DATE SIGNED 11/13/03			

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(35) CalRIM APPROVAL NUMBER						03-173				(36) PAGE 2 OF 3 PAGES	
ITEM #  (37)	CUBIC FEET *  (38)	CA. STATE ARCHIVES USE ONLY  (39)	TITLE AND DESCRIPTION OF RECORDS  (Double spaces between items)  (40)	MEDIA  (41)	VITAL  (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS  (48)
						OFFICE  (43)	DEPT.  (44)	SRC  (45)	TOTAL  (46)		
1	12.0	NOTIFY ARCHIVES	Correspondence - General office correspondence relating to Branch activities	P		3	0	0	3		Active until superseded by amendments to laws, policies, etc. Non-confidential paper recycle.
2	5.0		Personnel Records - Travel expense claims, reports, DPR-12s, memos/letters regarding employees	P		3	0	0	3	XI	Office copies only - Official personnel file maintained in Department's Personnel Office. IPA - Section 1798.34 Government Code 6252(c). Confidential destruction.
3	0.5		Training Records - Copies of employee training records			3	0	0	3		Office copies only - Official training records maintained in Division's training files. Confidential destruction.
4	6.0	NOTIFY ARCHIVES	Environmental Protection Agency (EPA) Records - Establishment records, State samples pertaining to EPA activities, overview inspections	P		3	5	0	8		Subject to Federal audit.
5	4.0	NOTIFY ARCHIVES	County Evaluations - Review of county performances regarding Enforcement activities	P		3	2	0	5		County paid per evaluation. Subject to audit.
6	6.0		Priority Investigations - Reports of pesticide illnesses	P		3	4	0	7	X	Case files. IPA - Section 1798.34 Government Code 6252(c). Confidential destruction.
7	5.0		Quarantines - Residue data, product quality, overtolerances	P		3	4	0	7		Case file preparation, possible litigation. Non-confidential paper recycle.

\* Provide total of office and departmental

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## STATE RECORDS PROGRAM

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						OFFICE	DEPT.	SRC	TOTAL												
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)										
8	3.0		Enforcement Letters - Letters and attachments sent to County Agricultural Commissioners relating to Branch issues	P		3	0	0	3		Office copies only - Originals maintained in Headquarters Office.										
9	3.5		Product Quality - Sample sheets analyzed by Chemistry Lab	P		2	0	0	2		Office copies only - Originals maintained at Department's Chemistry Laboratory.										
10	4.0		USDA Residue Samples - Samples analyzed by Chemistry Lab	P		3	2	0	5		Office copies only - Originals maintained at Department's Chemistry Laboratory.										
11	4.0		Produce Residue Sheets - County/District Office residue sample sheets	P		Active +10			Active +10		Food and Agricultural Code, Sections 12531-12535. Becomes inactive per Program Manager's decision.										
12	2.0		Complaints - Complaints received from citizens and various topics	P		3	0	0	3		Non-confidential paper recycle.										
13	0.1		Records Retention - Records inventory list, Std. 73 Records Retention Schedule	P		Current	0	0	Current		Retain as current until revised.										
Total	55.1																				
			CHANGES FROM SCHEDULE #809, APPROVAL #98-030																		
12	0.5		STD Form 70, Records Inventory Worksheet			Current			Current		Now included in item #13 - Records Retention										

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